



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CSW (1e)

28 FEB 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Army Civilian Fitness and Health Promotion Program

1. References.

- a. Army Directive 2021-03 (Army Civilian Fitness and Health Promotion Program).
- b. Army Regulation (AR) 600-63 (Army Health Promotion).

2. Purpose: This MOI provides information on the revised policy for the Department of the Army Civilian Fitness and Health Promotion Program. The goal of the program is to enhance the health, fitness, and quality of life of Department of the Army Civilians while increasing organizational wellness and mission productivity. Evidence indicates that employees afforded an opportunity to participate in fitness and health promotion programs experience increased readiness and resiliency, enhanced morale, increased productivity, reduced sick leave use, and increased job and life satisfaction.

3. Applicability: This MOI is applicable to MSCoE Fort Leonard Wood, TRADOC, appropriated and non-appropriated fund, Army civilian employees. Approval or disapproval is without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation.

4. Policy.

a. A fitness and health promotion program that balances support for employee participation with the need to ensure employee work requirements are fulfilled and agency operations remain efficient and effective is in the Maneuver Support Center of Excellence's (MSCoE) interest. Commanders/Directors are authorized, at their discretion, to implement and administer a fitness and health promotion program consistent with the following provisions:

(1) Subject to governing law, regulation, and policy, Civilian employees may be granted up to 3 hours of administrative leave per week (no more than 1 hour per day) to participate in a command-sponsored fitness and health promotion program, including physical fitness activities, preventive health events, education on health promotion topics (such as nutrition and exercise principles), and any other activities covered by the program.

ATZT-CSW (1e)

SUBJECT: Memorandum of Instruction (MOI) for Army Civilian Fitness and Health Promotion Program

(2) Employee participation in the program is voluntary. Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create an employee right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.

(3) Employees who are teleworking are also authorized to participate in the Civilian Fitness and Health Promotion Program.

(4) Employees serving on a performance improvement plan, who are subject to leave restrictions, or who have been formally disciplined within the previous year are ineligible to participate in the program.

(5) Participating employees must execute a program participation agreement. Employees must self-certify that they are not aware of any medical conditions or limitations that would put them at risk of injury or illness while participating in the program. Participants must notify their supervisor immediately if their status changes and they would be put at risk of injury or illness while participating in the program.

(6) Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.

(7) For employees in positions that have physical fitness standards (such as firefighters), a physical exercise program that is part of their normal duties is not covered by this program.

(8) Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering Administrative Leave (Type Hour Code "LN" with Environmental/Hazard/Other Code "PF") in the Automated Time Attendance and Production System (ATAAPS).

(9) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors will retain authority to schedule and assign work and will carefully balance mission requirements, workload, and personnel availability when authorizing fitness periods (that is, time for fitness and health promotion activities under the program).

(10) Employees must report to their workstation before and after each authorized fitness period.

ATZT-CSW (1e)

SUBJECT: Memorandum of Instruction (MOI) for Army Civilian Fitness and Health Promotion Program

(11) Available installation or on-site fitness facilities should be used to the maximum extent practicable. Fitness periods include the time used for changing clothes, showering, and travel to and from the exercise location.

(12) Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.

(13) Employee cannot accumulate fitness periods and carry them over to the next day or week so as to exceed the limitations described above.

(14) Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.


b. Commanders/Directors should encourage employee to take advantage of the flexibilities of an alternate work schedule program, if available, to engage in fitness and health promotion activities during non-duty time.

c. Subject to normal approval processes, employees may request annual leave, leave without pay, or sick leave (as appropriate) to participate in fitness or health promotion activities.

5. Proponency: The proponent for this MOI is the MSCoE CIVPER.

Enclosures (2)

1. User Guide
2. Participation Agreement


RICHARD J. BALL
Colonel, GS
Chief of Staff

DISTRIBUTION:

All TRADOC Schools, Brigades,
Battalions, Companies, Directorates,
General and Personal Staff Offices

USER GUIDE

Participant's Responsibilities

- The employee must sign a written program participation agreement at least, annually, or more frequently if deemed appropriate by the supervisor. Both employee and supervisor should retain a copy of the agreement for their records.
- Employees who do not adhere to the requirements of the policy may be subject to disenrollment from the program.

Supervisor's Responsibilities

- Supervisors will allow employee participation in the program as dictated by mission requirements.
- Supervisors will review and reconcile employee's use of administrative leave in the appropriate payroll system at the end of each pay period. Supervisors will adhere to current administrative leave maximum limits which is not more than 80 hours in a calendar year.
- Supervisors can approve authorized fitness periods to be combined with regularly scheduled lunch or break periods.
- Supervisors of a newly assigned employee who are already participating in the program will require the employee to sign a new written program participation agreement. The ability to grant participation will be dictated by mission requirements.
- Supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

Permitted Command-Sponsored Activities

Health Promotion

- Health assessment or screenings such as those at installation wellness centers where available (such as body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation.)
- Health fairs.
- Holistic educational classes (such as nutrition, exercise principles, stress management, work-life balance, breast feeding, tobacco cessation, finances, resilience, retirement, caregiving, estate planning), and any other command-sponsored activity covered by this program.

Physical Fitness

- Employees participating in the program will use installation fitness facilities to the maximum extent possible. Supervisors may approve the use of an offsite fitness facility if the employee is working in a telework status.
- Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.
 - Flexibility exercises involve stretching all major muscles in the body to help reduce the risk of injury and promote flexibility and mobility of each joint. Stretching sequences at the beginning and end of exercise sessions promote this result.

Enclosure 1 – User Guide

- Muscular strength/endurance and body composition increase lean body mass and increase the body's metabolism. Activities may include the use of weight equipment and free weights.
 - Aerobic activities use large muscle groups, usually rhythmically, and maintain the activity level for a long period of time, such as 20-60 minutes. Activities may include brisk walking, jogging, floor aerobics, or lap swimming.
 - Activities such as golf, bowling, baseball, and softball are considered recreational activities and are not permitted.
- The Army Wellness Center is part of the application process and is standing by to assist with identifying activities to improve fitness levels and body conditioning.

Injury

- If an injury occurs during a fitness program activity while on administrative leave, the employee must immediately notify his/her supervisor and seek medical care if needed.
- All injuries must be documented in the Employees Compensation Operation and Management Portal (ECOMP) at <https://www.ecomp.dol.gov> within 30 days.

FREQUENTLY ASKED QUESTIONS

Q: Who is covered by the program?

A: The program covers full-time and part-time appropriated fund and non-appropriated fund federal civilian employees.

Q: Must an employee provide a medical clearance certificate to participate in the program?

A: No. The employee must self-certify that they are not aware of any medical conditions or limitations that would put them at risk of injury or illness while participating in the program. Participants must notify their supervisor immediately if their status changes and they would be put at risk of injury or illness while participating in the program.

Q: What are considered appropriate physical fitness or health promotion activities?

A: Activities suitable for physical fitness should address cardiovascular aerobic endurance, flexibility, muscular strength, endurance, and body composition. Recreational activities such as golf, bowling, baseball and softball are not permitted. Health promotion activities include preventive health events and education on holistic health promotion topics. In addition, health assessments or screenings offered at the installation wellness center (i.e., body composition, metabolic testing, physical fitness assessment, biofeedback, and relaxation) are also acceptable.

Q: Can the fitness program administrative leave for fitness activities be used in conjunction with personal leave?

A: Yes, subject to supervisory approval.

Q: Does the three (3) hours include travel time?

A: Yes. The three (3) hours per week includes ALL time away from the work area while in a paid work status. This includes changing clothes, showering, traveling to and from the activity, and exercise time.

Q: Can the three (3) hours be used in conjunction with lunch?

A: Yes, subject to supervisory approval.

Enclosure 1 – User Guide

Q: Can an employee use three (3) hours at one time?

A: No. No more than one (1) hour of fitness program administrative leave may be used in any one day.

Q: Can an employee use less than one (1) hour more than three (3) days per week.

A: No. An employee may not use fitness program administrative leave on more than 3 regularly scheduled work days per week, even if they do not use the full hour on a particular day.

Q: Can an employee carry over unused approved fitness program administrative leave from week to week?

A: No. Unused time from a previous week cannot be carried over from week to week.

Q: Can the three (3) hours be used at the beginning or end of the day/shift?

A: No. An employee must report to their workstation before and after each authorized fitness period.

Q: Can fitness program administrative leave be used on telework days?

A: Yes. Employees working in a telework status are eligible to participate in the fitness program.

Q: If an employee goes to the gym and it is too crowded, does this count as part of the three (3) hours?

A: Yes. No more than one (1) hour of fitness program administrative leave may be used in any one day.

Q: Can participation be denied by the supervisor?

A: Yes. Employees serving on a Performance Improvement Plan (PIP), who are subject to leave restrictions, or who have been disciplined within the previous year are ineligible to participate in the program. A supervisor can also deny participation based on workload or mission requirements.

Q: If an employee combines an hour of CFHPP with their lunch break, the fitness period ends when the combination of that time ends. If that is correct, is there a limitation on how much of that combination of time an employee can use to eat after exercising? Or is the expectation that the employee does not eat lunch when the lunch break combination occurs?

A: It is up to the employee as to how they use their lunch period. Combining the fitness program administrative leave with the lunch period incorporates travel time to and from, work out time, and eating lunch if desired. This program does not provide additional time for eating lunch.

Q: The program is voluntary. Does that mean the employee can exit the Program without supervisory approval? Or does the employee need to give the supervisor notice that they no longer intend to participate?

A: Employees can exit the program at any time. Supervisor notification is required when exiting.

PROGRAM PARTICIPATION AGREEMENT

EMPLOYEE REQUEST: (Complete in entirety, sign, and provide to your supervisor)

Employee Name: _____

Organization: _____

This is a request for approval to participate in the Civilian Fitness and Health Promotion Program as follows:

_____ I agree to submit an Administrative Leave request to my supervisor for each fitness activity encounter in the appropriate time management system. I understand I may be granted up to three hours per week (no more than one hour per day, no more than 80 hours in a calendar year) to participate in the program.

_____ I have read the Civilian Fitness and Health Promotion Program MOI and the User Guide and agree to comply with all requirements.

_____ I certify that, to the best of my knowledge, I am not aware of any medical conditions or limitations that would put me at risk of injury or illness while participating in this program and I will notify my supervisor immediately if that status changes.

_____ I understand that my participation in the program is voluntary. Participation is not an entitlement and is subject to approval by my supervisor as directed by mission requirements. Due to this, I may need to alter or cancel my plans in order to ensure the mission is complete.

Days and Times Requested: (Subject to change as necessary to meet the mission of the organization)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day							
Time							

Employee's Printed Name and Signature

Date

SUPERVISOR DECISION: (Mark one action below, complete, and sign)

_____ The employee has been APPROVED to participate in the program without restriction. However, I retain the right to cancel or amend program participation as necessary, subject to workload and/or mission requirements.

Enclosure 2 – Program Participation Agreement

_____ The employee's use of regularly scheduled Administrative Leave is APPROVED subject to the following modifications. However, I retain the right to cancel or amend program participation as necessary, subject to workload and/or mission requirements.

Modifications: _____

The requested participation in the fitness program is currently DENIED for the following reason(s):

Supervisor's Name and Signature

Date